

ALPD[#]

Producers' Good
Practice Guide
to Working with
ALPD Members

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Introduction

This ALPD guide is to aid producers and managers on the best ways of working together, that safeguards physical and mental health of all their teams.

It sets out reasonable working conditions for an ALPD Member to carry out their job in a professional, safe, and healthy manner.

ALPD Members include - Lighting and Video Designers, their Associates and Assistants, Re-lighters, Programmers, Production Electricians and Lighting and Video Technicians.

Producers must share the information in this guide with all relevant departmental managers.

This guide works in conjunction with:

- The ALPD Contract Check Lists for Lighting Designers, Video Designers, Associates, Assistants and Programmers
- The ALPD Deal Memo Check List for Production Electricians and Lighting Technicians.

The above documents give guidance on what might be in a Contract or Deal Memo.

- The ALPD Code of Professional Working Practice which outlines the professional standards that our Members will adhere to.
- The ALPD Green Code of Practice

General Provision

The Producer and their Managers will create good working conditions that foster and encourage well motivated teams resulting in the best outcome for the production.

The ALPD encourages Producers to embrace the guiding principles contained within the PiPA best practice charter. (Parents and Carers in Performing Arts) www.pipacampaign.com/charter.

The ALPD recommends that the delivery of a production and the environmental impact is always considered alongside and equal to artistic and budgetary decisions.

The Member will always participate in the Producer's Sustainability policy.

The Producer and Manager will ensure that ALPD Members, are not expected to work unreasonable hours, take adequate breaks and that the production schedules are discussed and agreed to avoid undue pressure on physical and mental health.

The Producer is obliged to ensure all staff, creatives and technical teams always behave in a courteous and respectful manner.

Responsibility and Liability

The management(s) who engage staff to rig the lighting and video are responsible for the safety of the construction and installation, both during the fit-up and thereafter.

The Producer should ensure that all staff, creatives and technical teams are empowered and encouraged to make decisions that create the lowest environmental impact possible. The Producer is also responsible for making sure all infrastructure aspires to be as low impact as possible. The Theatres Trust can advise on energy saving initiatives for theatres (www.theatretrust.org.uk)

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The Producer should share company policies with all staff, whether resident, freelance or casual including copies of social media policies, drug & alcohol policies, equal opportunities and harassment policies and actively ensure the policies are adhered to.

Billing and Contractual Agreements

Contract Clauses and Riders

These rights must be agreed in the contract. For additional contractual points check the ALPD Contract and Deal Memo Check List

Some of the points raised in this document may have some overlap with the Contract and Deal Memo Check Lists.

It is essential to have agreed a contract before the ALPD Member starts work.

Billing + Credits

The Lighting / Video Designer will be billed where any other member of the creative team is credited. It shall be in the same style and size as that used for other members of the creative team. The order of billing of the design team should be agreed in the contract. The credits for all members of the design team shall be listed together. Any deviation from the above should be agreed in the contract.

Production electricians, programmers, associates, assistants and electricians will be credited with their job title on the appropriate page in all programmes.

Appropriate Working Methods

Sustainable Practice

Producers will ensure that conversations around sustainable practice are encouraged and valued and low impact solutions are considered and undertaken.

Virtual Meetings

Producers will ensure that remote attendance at meetings through high quality software is available. Virtual meetings are cost effective to the producer and time effective to the Member as well as reducing everyone's carbon footprint.

Theatre Design and Plans

In order for the ALPD Member to provide lighting plans and paperwork by the agreed delivery date, the Producer will ensure that the final set designs are accurate and merged with complete venue plans, sections and elevations by a mutually agreed date well in advance of the lighting/video draft plan delivery date.

The Producer's appointed Production Manager will be responsible for merging the lighting, sound and video plans and it is their responsibility to ensure that these elements are achievable alongside each other.

In order to provide a lighting/video plan, an inventory and lighting/video budget must be provided well in advance of the plan delivery deadline.

Working Hours

The Producer will ensure that ALPD Members are afforded enough time within the schedule to complete their workload and achieve the most sustainable design. The ALPD Member will be given a schedule well in advance, that outlines their expected attendance, to allow for the pre-planning of personal, parental and carer arrangements.

An ALPD Member will not be scheduled to work more than 6 consecutive days except where special arrangements are made.

The ALPD Member will be allocated regular breaks throughout the working day and be able to take an 11 hour break overnight.

Schedule

The producer will make logistical and budgetary decisions in ample time so that the decisions that have the least environmental impact can be made.

The Producer and the Production Manager must ensure that the set is in place at the scheduled time before the lighting/video focus sessions.

The schedule must allow for adequate focus time and for plotting sessions prior to any technical rehearsals commencing. The focus must take place in subdued lighting with silence where possible.

Focus, lighting, and video time is essential; If the fit-up overruns the lighting and video sessions must not be reduced or cancelled.

Focus, Lighting and Video sessions:

Adequate and appropriate fully trained staff will be provided for these work sessions and may include: Lighting and Video teams, as well as Stage Management, Flying & Stage Crew where necessary.

Cue Meeting

The DSM/Showcaller will have watched an adequate number of rehearsals and know the show very well, before stage rehearsals commence, and be experienced in calling a show and be available for a cue meeting (when appropriate) before plotting sessions begin.

Lighting Programming:

The Lighting and Video programmers will be scheduled adequate time for desk set-up and preparation in advance of any lighting sessions and must be fully trained and well-practised on the console, with a high level of competence.

When necessary, the programmer may need to be engaged in advance for additional preparation and consultation and must be retained until the press night or lock-down as well as any documentation/ clean up sessions.

Production Electrics

The Production Electrician / Lead Lighting Technician will be scheduled with adequate time for preparation in advance of the fit-up and must have a high level of competence.

Appropriate Physical Environment and Facilities

This section will enable ALPD Members to produce optimal results in an efficient, safe working manner with due attention to personal health and mental well-being of their teams and the sustainability within the industry:

Accommodation, Travel, Subsistence + Payments:

The producer will support the most sustainable forms of travel wherever practical.

It is normal practice for the Producer/ Manager to either book or reimburse all travel for meetings, rehearsals and the production period as agreed in the contract.

Where the Member is not domiciled in the same location as rehearsals and production it is normal practice for the Producer to provide suitable accommodation for overnight stays for meetings, rehearsals and the production and preview period as agreed in the contract.

Overnight subsistence should be paid for each overnight stay.

These rights must be agreed in the contract.

All expenses owed to Members should be paid promptly and not be subject to any delays.

The Producer will endeavour to help meet the special needs of the ALPD Member who is a parent, carer or a Member with a disability who may have specific accommodation and travel requirements.

Production Desk Conditions

ALPD Members will be provided with the following:

A sturdy desk at a safe working height that is easily accessible, with enough space for laptops, lighting plans, the console, additional monitors, work lights, communications systems, personal effects, a comfortable and lumbar-supporting seat. These should be achieved by removal of auditorium seats if necessary.

A dimmable desk lamp for each person working at a production desk.

An effective communication system to be available between the production desk and the Stage Management and Lighting teams.

Comfortable, hygienic communication headsets that can be worn for 12 hours a day without pain. For the purposes of accessibility, there should be a selection of headsets available with a choice of single muff on each side, and a double muff, ideally with a private channel for the lighting department.

Temperature of the Work Area

Under normal circumstances an ALPD Member would always expect to work in a comfortable temperature. The Chartered Institute of Building Services Engineers recommends 20°C for offices.

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The Producer should advise in advance if an abnormal working temperature, (below 20°C or above 27-30°C) is likely.

Facilities

It is good practice for the producer to provide:

Access to high speed WiFi, free of charge wherever the ALPD Member is required to work in the performance space, theatre, rehearsal room, at production desk and at the accommodation.

Adequate space will be provided at a production table in rehearsals.

Facilities for safe storage of luggage, paperwork, laptop and other personal effects and equipment to be provided in the venue and/or rehearsal space as necessary.

The Ability to prepare hot drinks and the provision of tea, coffee, milk etc.

Freelance Designers and crew members shall be notified of any available staff discounts, tickets and deals.

Where circumstances prevent Members obtaining their own meals, snacks or drinks, catering should be provided.

The producer will endeavour to help meet the special needs of the ALPD Member, who is a parent or a Member with a disability, who may have specific requirements, e.g.- private space or dressing room, wheelchair access, etc.

The Producer should be responsible for provision and maintenance of First Aid Equipment, trained personnel and the appropriate methods of recording an incident.

Provision of Video Recordings

The Producer must secure cast agreement for the recording of rehearsals as early as possible to enable a Member to access rehearsals remotely. This will further reduce the production's cost and carbon footprint as well as facilitate additional parental and carer responsibilities. A recording must be made of the final pre-tech rehearsal run for use in cue meetings and lighting/video sessions. Further recordings of stage rehearsals will be made daily, where practical, for use between stage rehearsals.

Credits and Photography Rights

Terms to be agreed in the contract:

Biographies

The Lighting/ Video Designer's biography will be requested with adequate notice and be given a proof copy to approve before it goes to print. It must have word count parity and be located in the same part of the programme with other Designers.

Photography

All photos used in press and social media must credit the Designers in addition to the Photographer.

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The Lighting/Video Designer and/or ALPD Member will be offered free access to all production photos and the approved selection for press release, also untreated images (where applied photo effects do not accurately depict the Lighting Design).

Video recording of the show for personal use.

The Member will be given permission to make their own video and take still photographs for personal use and for their own records, of all rehearsals and dress rehearsals. It is important that all the above be agreed with the photographer when the Producer engages them to avoid disagreements.